

**TOWN OF STONEHAM**  
**REFUSE & RECYCLING SERVICES**

***Proposal Form***

<b>PROPOSAL DUE DATE: May 27, 2014 at 3:00 p.m.</b>
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Proposal Due  
at the Stoneham Town Administrator's Office, Stoneham Town Hall  
35 Central Street, Stoneham, Massachusetts 02180

The envelope should be marked:

Attention – David Ragucci, Town Administrator Refuse & Recycling Services  
together with the name and address of the individual or entity submitting the proposal on  
the outside of the envelope.

(Proposals should be submitted on this Form (which you may electronically copy for  
purposes of providing your proposal, and additional sheets and submissions may be  
attached)

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The undersigned declares that he or she has carefully examined this **Request for Proposals (RFP)**, and has informed him or herself fully in regard to the conditions pertaining to the nature of the services and work to be done. He or she understands that the Town of Stoneham, its agents and employees, are not to be in any manner held responsible for the accuracy of, or bound by, any estimates or plans, and that if any have been given or made, they are to be considered solely as a base for filling out and comparing the proposals.

The undersigned proposes to furnish all the services, labor, and material required for the satisfactory completion of the Agreement in accordance with the requirements in the operating agreement and the RFP.

By submitting a proposal, said a Proposer acknowledges and agrees to the provisions and responsibilities described in this Request for Proposals ("RFP") and understands the RFP, including the Agreement Form attached thereto shall substantially form any agreement ("Contract") between the parties in the event that said Proposer is the successful Proposer.

Proposers are expected to examine carefully the proposed work, the specifications, scope of work, and contract form before submitting a Proposal. Failure to do so will not relieve the successful Proposer/Contractor of its obligation to furnish all equipment and labor necessary to carry out the provisions of this contract. The submission of a proposal shall be considered prima facie evidence that the Contractor has made such examination of this RFP and all its components, and is familiar with the conditions to be encountered in performing the work and as to the requirements of the RFP, its components and the scope of work.

**I am authorized to file this Proposal on behalf of the party for whom it is submitted.**

**Name of Proposer:** \_\_\_\_\_

**Name of Person Signing** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Address of Proposer:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Also Sign This Proposal and Other Attestations Found at the  
End of This Proposal and Question Form**

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**PRICE**

Year 1	<hr/>	<hr/>
	Dollar amount in Words	Dollar amount in Figures
Year 2	<hr/>	<hr/>
	Dollar amount in Words	Dollar amount in Figures
Year 3	<hr/>	<hr/>
	Dollar amount in Words	Dollar amount in Figures
Year 4 (Town Option)	<hr/>	<hr/>
	Dollar amount in Words	Dollar amount in Figures
Year 5 (Town Option)	<hr/>	<hr/>
	Dollar amount in Words	Dollar amount in Figures

The prices for the Option Years (together referred to as the “Option Period”) will not be given significant weight in determining the successful Proposer, rather with respect to Price, emphasis will be on the first three years. The prices for the Option Period will be significant factors in whether the Town decides to exercise said Option Period.

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**The Town of Stoneham will evaluate and rate responses into the following three general categories: Highly Advantageous, Advantageous and Not Advantageous. The evaluation of responses shall not be numeric or mathematical in nature.**

**Question 1:**

A. Do you have your own recycling facility which is currently operational and can handle Stoneham's recycling ?      Yes \_\_\_\_\_      No \_\_\_\_\_

If yes, please explain:

If no, are you in the process of constructing a recycling facility which you will own and can handle Stoneham's recycling. Please explain.

Is there any reason you are currently aware which would cause you not to own a recycling facility you reference above for the next five (5) years

B. If you have your own or will own a recycling facility where is it located?

State \_\_\_\_\_ City/Town \_\_\_\_\_ Street \_\_\_\_\_

C. What is the maximum capacity at the recycling facility? \_\_\_\_\_

**Question 2:**

A. Regardless of whether or not you own (or will own, as you may have referenced above) a recycling facility, do you have a long term contract with a recycling facility?

Yes \_\_\_\_\_      No \_\_\_\_\_

B. If you have a long term contract, what is the name of the company with which you have the contract?

\_\_\_\_\_

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C. If you have a long term contract, where is the facility located?

State\_\_\_\_\_ City/Town\_\_\_\_\_ Street\_\_\_\_\_

D. What is the maximum capacity at the recycling facility? \_\_\_\_\_

E. How long have you held a contract at this facility? # of Years \_\_\_\_\_

F. When will the current contract currently expire? Year\_\_\_\_\_ Month\_\_\_\_\_

G. Please provide any further details regarding said contract expiration and/or your access to a recycling facility that you deem relevant:

**Question 3:**

A. Do you have an organic recycling program?      Yes      No

B. If you have your own organic recycling facility where is it located?

State\_\_\_\_\_ City/Town\_\_\_\_\_ Street\_\_\_\_\_

C. What communities do you currently service with organic recycling?

List as many names as possible (start with communities in Middlesex County first):

D. What is your organic recycling proposal for the Town of Stoneham?

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**Question 4:**

A. Do you have the capability of setting up and maintaining a website for bulk item disposal linked to the Town of Stoneham?    Yes    No

Please explain:

What is your proposal for setting up and maintaining a website for bulk item disposal for the Town of Stoneham?

**Question 5:**

A. Do you have municipal contracts (Massachusetts) similar in value to the estimate Stoneham value?    Yes    No

If Yes, list the following information; Name of municipalities, contract values for the previous fiscal year (2014), # of Continuous years serving the municipality.

Town/City\_\_\_\_\_ Contract Value \_\_\_\_\_ # Years\_\_\_\_\_

Town/City\_\_\_\_\_ Contract Value \_\_\_\_\_ # Years\_\_\_\_\_

Town/City\_\_\_\_\_ Contract Value \_\_\_\_\_ # Years\_\_\_\_\_

Town/City\_\_\_\_\_ Contract Value \_\_\_\_\_ # Years\_\_\_\_\_

Please add a separate sheet if there are any such additional municipalities.

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B. List all Massachusetts municipalities that you have provided refuse or recycling services for at any time over the last five (5) years

Town/City\_\_\_\_\_ Contract Value \_\_\_\_\_ # Years\_\_\_\_\_

Town/City\_\_\_\_\_ Contract Value \_\_\_\_\_ # Years\_\_\_\_\_

Town/City\_\_\_\_\_ Contract Value \_\_\_\_\_ # Years\_\_\_\_\_

Town/City\_\_\_\_\_ Contract Value \_\_\_\_\_ # Years\_\_\_\_\_

Please add a separate sheet if there are any such additional municipalities.

**Question 6:**

A. Do you have an educational program for recycling that could be used in Stoneham?

Yes    No

Explain your current program: (Please add a separate sheet(s) if needed.)

What is your proposal for an educational program(s) for recycling for the Town of Stoneham? (Please add a separate sheet(s) if needed.)

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**Question 7:**

A. Please provide and or include with this Proposal the following information:

List of OSHA violations past three (3) years from date of RFP:

List of pending OSHA violations:

Total recordable case rate past three (3) years from date of RFP:

DART incidence rate past three (3) years from date of RFP:

OSHA Form 300A for 2013 (please attach).

**Question 8:**

A. Have you ever set up and conducted a public informational forum(s) to answer questions regarding trash removal and/or recycling? Yes    No

B. If so, where and when?

C. Are you proposing to have public forums in Stoneham? Yes    No

D. At what frequency do you propose to have public forums in Stoneham?

Annually      Semi-Annually      Monthly      Other\_\_\_\_\_

Please describe your proposed approach and method with respect to such public forums (Please add a separate sheet(s) if needed.):



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**Question 9:**

A. Would you be able to start the new contract with a thirty (30) day notice?

Yes      No

**Question 10:**

Have you been cited by the Massachusetts Department of Environmental Protection at any time during the last five (5) years?    Yes    No

If Yes, please list the: (a) violation or case number; the location; the relevant facts; the status and resolution (to date) of the matter:

**Question 11:**

A. Has your company ever been fined for illegal dumping or anything related thereto?.

Yes      No

If Yes, please list the: (a) violation or case number; the location; the relevant facts; the status and resolution (to date) of the matter:

**Signature Page and Certifications**  
**On The Next 2 Pages**

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**Signature Page For This Proposal Submission**

**Signature Required**

**Name of Company:**\_\_\_\_\_

**By:**\_\_\_\_\_

(Signed Name)                      (Title)              (Date)

\_\_\_\_\_

(Printed Name)                      (Title)

**Business Address:**\_\_\_\_\_

**City, State, Zip Code:**\_\_\_\_\_

**Tel. No.:**\_\_\_\_\_ **Fed ID No.**\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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**CERTIFICATE OF NON-COLLUSION**

Town of Stoneham

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the work "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

\_\_\_\_\_  
(Name of person signing bid or proposal)

\_\_\_\_\_  
(Name of Business)

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**CERTIFICATE OF TAX PAYMENT**

Town of Stoneham

Pursuant to Massachusetts General Law Ch. 62C, Sec. 49A, I certify under the penalty of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

\_\_\_\_\_  
(Name of person signing bid or proposal)

\_\_\_\_\_  
(Name of Business)

\_\_\_\_\_  
Social Security Number or Federal  
Identification Number